

FY 2014 Exchange Network Solicitation Notice Do's & Don'ts

DO's:

- Read the entire application package and follow all instructions listed in the Solicitation Notice (SN);
- Read the "What's New" document to quickly see the highlights of the changes in this year's SN.
- Read the Evaluation Criteria in the SN at least three times before starting to work on application(s);
- Note that the maximum you can apply for as an individual grantee is \$300,000 and \$500,000 for a collaborative grant;
- Partner with a state, tribe, or territory if your agency does not meet the eligibility requirements;
- Discuss ideas that you could implement with other partners;
- Use EPA web resources for assistance in completing your application(s);
- Submit the required Cover Letter with all the requested information to make your initial application processing smoother;
- List the type of grant you are applying for in your application and cover letter (e.g., cooperative agreement, in-kind services, etc.);
- List any partners in the application and cover letter;
- Make sure the budget items and totals in the application are the same in the Detailed Itemized Budget and the work plan;
- Submit all of your prior year grants status reports by the due dates; it is a factor in the past performance criterion;
- Check the unexpended balances in your Exchange Network grants and be sure to submit reimbursement requests for work already performed; high unexpended balances will reduce your application's score;
- Make sure the SF-424 is complete, dated, and has the required executive signatures;
- Make sure the DUNS and EIN numbers are correct and on all appropriate documents;
- Follow the instructions listed in the Solicitation Notice on how to submit your application package to EPA by the deadline date;
- Remember to save your application materials in a safe place in case revisions are needed;
- Keep a copy of the final application package you submitted;
- Make sure the contact person for the grant is familiar with the grant; and
- Call Salena Reynolds at 202-566-0466 if you have questions about the Solicitation Notice.

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DON'Ts:

- Do not apply for Exchange Network grants if you are not a state, territory, tribe, or inter-tribal consortium;
- Do not exceed the 10-page limitation for the Project Narrative; EPA will not review any pages in excess of the page limit;
- Do not submit the same application package from last year without revising it;
- Do not apply for an activity in your grant that has been previously received funding;
- Do not apply for funding for operations and maintenance (O&M); O&M activities are not eligible for funding;
- Do not apply for Management Fees in your application;
- Do not list supplies, equipment, or services in your application that will be paid with your funds;
- Do not apply for additional grants if your agency cannot manage them concurrently;
- Do not apply for additional grants if your organization already has five or more active Exchange Network assistance agreements with EPA
- Do not apply for a grant if you intend to give it to a “partner” to perform; and
- Do not mail your application after the deadline date listed in the Solicitation Notice; it will not be considered for funding.

Remember

- EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects.